

HCB SETTING TRANSITION PLAN

Date:
Revision Date:

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Provider Information

Provider Name, Address, City, State, Zip and Phone | Website | email

Summary of Purpose

Give a brief explanation why your agency is making changes in a way that the Division and your staff, Participants, and Guardians can understand.

Communication and Training Plan

Describe how your agency will share this transition plan with staff, participants, guardians, case managers, and other interested stakeholders.

TRANSITION PLAN (FROM JUNE 2015 TO OCTOBER 1, 2018)

INSTRUCTIONS

1. **TOPIC.** List each setting compliance area where your agency was found to be “not in compliance” by topic, but personalize the topic by “what your agency must do”.
2. **MILESTONE(S).** Develop the milestone(s) your agency will set as targets in order to come into compliance with each component,
 - a. Include the date that the milestone will be achieved.
 - b. Specify the process, policy, procedure, technology component, or training that must be completed to ensure the milestone is fully operational in your entire agency (as applicable) by the due date you set.
3. **Action items.** Include action items in a subsection under the milestone, which are steps your agency will take to complete the milestone. Assign specific staff or positions as the responsible party to ensure items get completed.
4. Group the milestones and action items together under the corresponding compliance area for greater clarity, as shown in the following example.

TOPIC

MILESTONE

1. .
 - a.
2. .
 - a. .
 - b. .

HCB SETTING TRANSITION PLAN

Date: 10-1-2015

Revision Date: 11-1-2015

XYZ Industries
22 Blue
Cheyenne WY 82001
XYZ.com | 555-1212 | xyz@zcorp.com

Sample

Summary of Purpose

XYZ Industries must comply with the new Home and Community Based rules from the federal government, which will require our agency to make changes in how we deliver services, help participants interact and access the community, and strive for employment opportunities.

Communication and Training Plan

XYZ Industries plans to distribute this transition plan in paper form through the mail to all participants, guardians, and staff after approval by the Behavioral Health Division. We will post on our agency website as well. We will evaluate the transition plan every six months for progress or needed changes.

TRANSITION PLAN (FROM JUNE 2015 TO OCTOBER 1, 2018)

COMPLIANCE TOPIC

XYZ Industries waiver service settings must include opportunities for participants to control personal resources.

MILESTONE

1. By June 30, 2016, XYZ Industries will include information in our participant guidebook that offers various options for the participant to exercise control in their finances, such as helping a participant open a debit card account, use a debit card for purchases, conduct online banking, and giving the participant with a payee more control of paying bills and tracking receipts.
 - a. The Day Service program manager will research options available by December 30, 2015.
 - b. The Administrator will review the options and update the policy and procedures to reflect the new options and how the agency will process requests by February 28, 2016.
 - c. The Day Service program manager will update the participant guidebook to include the options by January 30, 2016.
2. By June 30, 2016 XYZ Industries will train XYZ staff and participants on the options available and on how to ask for these options to be implemented.
 - a. The Day Service Program Manager will hold three trainings in April and May 2016 to train participants, guardians and staff on options available and how to ask for an option to be implemented.